

Date: January 14, 2004
To: Federal Executive Board Members
From: Ron Hindman, Chair
Re: 2004 Excellence in Government Awards

Notable qualities of a successful leader are reflected in the performance and attitudes of those being led. Fortune Magazine recently announced the 100 Best Places to Work. The predominate atmosphere in each of the high performing organizations is that employees feel appreciated, are openly thanked for a "job well done" and frequently recognized for their contributions to the overall success of the organization.

As a leader in the federal community, you can use the 2004 Excellence in Government Awards as an outstanding opportunity to publicly acknowledge the contributions of your employees.

The awards package contains the documents and instructions to help you prepare your 2004 nominations. The Awards Committee has made a few changes in category descriptions to more clearly identify employees for awards consideration. The Federal Executive Board reserves the option to not present an award if the award package(s) submitted fail to provide sufficient documentation to merit the Board's recognition.

Nominations must be postmarked not later than Friday, March 5, 2004. As always, all members of the federal community will be invited to the awards breakfast. However, by sponsoring your nominees' attendance, you will publicly affirm their outstanding performance. Winners of the 2004 Excellence in Government Award will be announced at the breakfast on Thursday, May 6, 2004. Invitations for the awards program will be mailed to you at a later date.

Please join me by nominating individuals and teams from your organization who merit special recognition.

Enclosures

GREATER ST. LOUIS FEDERAL EXECUTIVE BOARD

2004 Excellence in Government Awards Program

Purpose: this annual awards program recognizes outstanding military, postal, and federal civilian employees for their individual and team accomplishments both in the work place and the community at large.

Evaluation Period: Raters should focus on the nominee's contributions during calendar year 2003. However, some projects may encompass a longer time span, and in those cases the evaluation period can be extended particularly to allow the rater to fully discuss the impact of the individual or team activity.

Categories: Six of the awards are based on occupational descriptions. Each of these six categories includes an individual and a team award. If you are unsure which of the occupational categories best suits the nominee, please check with the Human Resource or Equal Employment Opportunity staff in your agency. Three other awards are for individuals: leadership, supervision, and community service.

ADMINISTRATIVE: occupations that involve the exercise of analytical ability, judgment, discretion, and personal responsibility, and application of a substantial body of knowledge of principles, concept, and practices applicable to one or more fields of administration or management. These positions do not require specialized educational majors and typically follow a two-grade interval pattern through GS-11 and one-grade intervals to GS-15.

TRADES AND CRAFTS: occupations that include the trades, crafts, and manual labor (unskilled, semi-skilled, or skilled), including foremen and supervisory positions entailing trade, craft or laboring experience and knowledge as the paramount requirement.

CLERICAL: occupations that require structured work in support of office, business, or fiscal operations performed in accordance with established policies, procedures, or techniques and requiring training, experience, or working knowledge related to the tasks to be performed. These jobs typically follow a one-grade interval pattern.

PUBLIC SAFETY: fire prevention, police, guard, and correctional worker are examples of the types of jobs considered as public safety.

PROFESSIONAL: require knowledge in a field of science or learning characteristically acquired through education or training equivalent to a bachelor's or higher degree with major study in or pertinent to the specialized field, as distinguished from general education. These occupations have a two-grade interval in the General Schedule and related grades through GS-11 and one-grade intervals to GS-15.

TECHNICAL: work is typically associated with and supportive of a professional or administrative field, which is non-routine in nature and which involves extensive practical knowledge gained through on-the-job experience or specific training less than represented by college degree. These jobs have a one-grade interval pattern in all grades.

COMMUNITY SERVICE: the contribution of time and talents to community betterment through volunteer work in civic or humanitarian activities.

LEADERSHIP: responsibility for oversight of employees above the first line supervisor level. Includes managers who are agency heads, commanders, special agents in charge, deputies, and assistants.

SUPERVISION: responsibility for oversight of employees at the first line supervisor level.

Criteria For Job Related Awards:

Discuss the individual or team job performance, citing examples that reflect:

- Accuracy
- Cooperation
- Customer service
- Dedication
- Effectiveness
- Efficiency
- Quality
- Initiative
- Innovation
- Performance improvement
- Timeliness
- Other qualities related to the excellence of the nominee's work

Discuss the impact of the nominee's effort and contributions to:

- Agency mission and customers
- Other government agencies
- The general public

Identify awards, commendations, or other recognition received, in the past two years that support this nomination.

Criteria For Community Service Awards:

- Significant involvement in a professional, charitable, community service organization
- Specific contribution to the advancement of professional goals
- Specific contribution to enhancement of neighborhood, schools, community at large

Agency Level: 400 cut off. This number represents the total employment of the agency on the Greater St. Louis Federal Executive Board. The number should reflect employment in the St. Louis Metropolitan area.

What To Submit:

Each nomination package must include the appropriate cover sheet for either an individual or a team.

The narrative nomination is limited to two typed pages using Arial 12 point. The narrative must be submitted in the enclosed format.

The package must include the original and one copy of the nomination.

Closing Date: Nominations must be **postmarked** by Friday, March 5, 2004.

Mail To:

Federal Executive Board
1222 Spruce Street, Room 2.202C
St. Louis, MO 63103

Questions: Federal Executive Board staff at 314-539-6312

The Award Recipients will be announced on May 6, 2004.

**GREATER ST. LOUIS FEDERAL EXECUTIVE BOARD
2004 EXCELLENCE IN GOVERNMENT AWARDS PROGRAM**

**NOMINATION FORM
FOR INDIVIDUAL AWARDS**

Award Category: _____

Name of Nominee: _____

Title and Grade/Rank of Nominee: _____

Point of Contact and Phone Number: _____

Department or Agency: _____

Command/Installation/Office: _____

Address (street, city, state, zip): _____

Agency Level:
(circle one)

I
(400 or less employees)

II
(400+ employees)

Name of Agency Head

Signature and Date

**GREATER ST. LOUIS FEDERAL EXECUTIVE BOARD
2004 EXCELLENCE IN GOVERNMENT AWARDS PROGRAM**

**NOMINATION FORM
FOR TEAM OR GROUP AWARDS**

Award Category: _____

Team/Group Name: _____

For each team/group member list the following:

Name

Title

Grade/Rank

Name of individual who will accept the award and phone number (if a winner):

Point of Contact and Phone Number: _____

Department or Agency: _____

Command/Installation/Office: _____

Address (street, city, state, zip): _____

Agency Level:
(circle one)

I
(400 or less employees)

II
(400+ employees)

Name of Agency Head

Signature and Date

GREATER ST. LOUIS FEDERAL EXECUTIVE BOARD
2004 EXCELLENCE IN GOVERNMENT AWARDS PROGRAM

NOMINATION FORM

Narrative (Not to exceed two pages.)

Nominee _____

Award Category: _____

Background

Impact of the effort(s)

*Contributions to the agency and customers

Summary

*Note: For community service awards, the category will be contributions to the community.